

SAN FRANCISCO BAY CONSERVATION AND DEVELOPMENT COMMISSION

Fifty California Street • Suite 2600 • San Francisco, California 94111 • (415) 352-3600 • FAX: (415) 352-3606 • <http://ceres.ca.gov/bcdc/>

Wanted: Database/Network Specialist (Associate Information Systems Analyst)

ABOUT US The award-winning San Francisco Bay Conservation and Development Commission (BCDC) is a small state agency located in San Francisco's Financial District. The Commission is served by a staff of forty-plus, who are engaged in routine office computing tasks (word processing, email, etc.) using the Macintosh platform

ABOUT THE JOB We're looking for an *Associate Information Systems Analyst* or *Associate Programmer Analyst* to work as a team member in our fledgling technical services area.

This is a full time permanent position in San Francisco in the State classification of *Associate Information Systems Analyst*. However, those who are in the classification of *Associate Programmer Analyst* are also encouraged to apply. The salary range (including pay differential for employment in San Francisco) is \$4,149-\$5,045 per month.

WHO WE WANT We're looking for someone who will work with the systems administrator to: (1) assist with system management tasks and monitoring; (2) help provide desktop and user support; (3) assume the duties of System Administrator when the administrator is absent; and (4) assist with other IT related tasks as needed.

After three to six months of on-the-job training in the structure and uses of the existing IT system and the Commission's business program, the successful applicant will, in conjunction with the system administrator and other contractors, assume the lead role on the technical aspects of design, documentation, development, implementation, and support for a multipurpose, platform-independent output, Permit Tracking System (PTS) database, using commercial, off-the-shelf software.

This is the long-term primary task assigned to this position. Upon successful implementation, the individual will be the primary person responsible for providing the ongoing technical support of the database system, including insuring proper functioning and maintenance, documentation, user training and support, system integration with other automated processes, and, if necessary, the migration of the system to another platform.

EXPERIENCE The candidate should have knowledge and/or experience in (1) database design, programming, and implementation, (2) network management, and (3) user/desktop support in basic office productivity software. Applicants not possessing some experience in all three areas should be prepared to demonstrate that they possess the personal qualifications listed below, including and especially *an strong aptitude toward learning new tools and methods on the job in an independent manner.*

PERSONAL QUALIFICATIONS The successful candidate will be able to work effectively, thoroughly, responsibly, and patiently, be comfortable with changing software, hardware, and IT methods, demonstrate initiative in

acquiring new IT skills, be able to work on more than one task at a time, communicate effectively with others, participate as a team member, be able to write documentation concisely and comprehensively, and have excellent troubleshooting skills.

DESIRABLE QUALIFICATIONS include familiarity with database development/server software (i.e.; any off-the-shelf product using a modern, component-driven GUI development/management environment) and *their limitations*, basic file and mail server operations and management, MS Office 97-98 (Word, Excel, PowerPoint), Netscape Communicator, and basic hardware/software troubleshooting strategies. Experience with the **Macintosh OS platform, ASIP, FileMakerPro**, and standard **Internet uses and protocols** is strongly desired, but not required.

EMPLOYMENT QUALIFICATIONS To apply, you need to be eligible for appointment to the California civil service classification of *Associate Information Systems Analyst* or *Associate Programmer Analyst* or those who have eligibility for appointment to an equivalent classification. Current or former state employees interested in a transfer, reinstatement, or a training and development assignment are encouraged to apply. Special consideration will be given to individuals on the SROA list and those designated as "surplus employees." Applicants must clearly indicate their basis of their eligibility including SROA, surplus, reemployment or list eligibility, in box one of the state application (Form #678). If you are currently on an Associate Information Systems Analyst list, please provide the name of the testing agency. If you have recently taken the Internet exam, please provide a printout of your test results or the date taken.

If you do not meet the **EMPLOYMENT QUALIFICATIONS** listed above, you may take the civil service examination for **Associate Information Systems Analyst on-line**. Success in this examination will place you on the **Associate Information Systems Analyst** list. You will then be eligible to apply for this type of appointment. For more information, visit the State Personnel Board website at: <http://exams.spb.ca.gov>.

APPLYING FOR THE JOB Applications postmarked by **Friday, August 18, 2000** will receive first priority for consideration. If the position is not filled from this first group of applicants, applications will be accepted until the position is filled. Please send your application (Form 678--put job title for this position in Box #1), resume and Supplemental Application to the Personnel Office, California Coastal Commission, 45 Fremont Street, Suite 1900, San Francisco, CA 94105.

Applications will be screened, and the most qualified candidates will be interviewed. For additional information about the position and duties contact Chris Besenty at (415) 352-3630 or email: chrisb@bcde.ca.gov

BCDC is an affirmative action employer offering equal employment and advancement opportunities to all persons without regard to race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. It is the objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with state law, civil service rules and the special trust place in public servants.

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Supplemental Application Associate Information Systems Analyst

Please complete the following information sheet and attach to your application. This information has to be completed before your application can be processed.

NAME: _____

DATE: _____

Please list all computer courses taken. (Programming, Database and Network, etc.)

Course Title	School or Institution	Date Completed	#Semester Units	#Quarter Units

Attach additional pages if needed.